

## REQUEST FOR PERSONNEL ACTION

### PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 36 and 39)

1. Actions Requested		2. Request Number
3. For Additional Information Call (Name and Telephone Number)		4. Proposed Effective Date
5. Action Requested By (Typed Name, Title, Signature, and Request Date)		6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)

### PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth	4. Effective Date
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#### FIRST ACTION

5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

#### SECOND ACTION

7. FROM: Position Title and Number												15. TO: Position Title and Number											
8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Reward	21. Pay Basis												
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay																
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization																	

#### EMPLOYEE DATA

23. Veterans Preference				24. Tenure				25. Agency Use		26. Veterans Pref for RIF	
1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensation 5 - 10-Point/Other 6 - 10-Point/Compensable/30%				0 - None 1 - Permanent 2 - Conditional 3 - Indefinite						YES NO	
27. FEGLI				28. Annuitant indicator				29. Pay Rate Determinant			
30. Retirement Plan				31. Service Comp. Date (Leave)				32. Work Schedule		33. Part-Time Hours Per Biweekly Pay Period	

#### POSITION DATA

34. Position Occupied		35. FLSA Category		36. Appropriation Code		37. Bargaining Unit Status	
1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career		E - Exempt N - Nonexempt					
38. Duty Station Codes		39. Duty Station (City - County - State or Overseas Location)					

40. Agency Data	41.	42.	43.	44.		
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	Citizenship 1 - USA 8 - Other	50. Veterans Status	51. Supervisory Status

### PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.			Signature		Approval Date

CONTINUED ON REVERSE SIDE

OVER

Editions Prior to 7/91 Are Not Usable After 6/30/93  
NSN 7540-01-333-6239

PART D - Remarks by Requesting Office

(Note to Supervisors:

Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
if "YES", please state these facts on a separate sheet and attach to SF 52.)

☐

YES

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NO

PART E - Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301 and 8506 of the Federal U.S. Code Section 301, 3301 and 8506 OPM

And agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or the compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation /Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forward Address (Number, Street, City, State, Zip Code)
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PART F - Remarks for SF 50